



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

5215
COMNAVRESFOR N1C2
17 Feb 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

J. A. SCHOMMER
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1300-050	Administrative Processing Unit
	<ul style="list-style-type: none">• Reformatted the article• Added Purpose, Definitions and Responsibilities sections• Officers ordered to show cause has been expanded to include PERS-8 and the cognitive authority• Removed non-sequitur and outdated guidance regarding SGLI• Updated nomenclature

RESPERSMAN 1300-050

ADMINISTRATIVE PROCESSING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
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Reference	(a) <u>MILPERSMAN 1611-020</u> Officer Detachment for Cause (b) <u>RESPERSMAN 3060-010</u> Manpower Availability Status (MAS) Codes (c) <u>RESPERSMAN 6000-010</u> Selected Reserve Medical (d) <u>RESPERSMAN 1300-010</u> Selected Reserve Assignments
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1. **Purpose.** To issue information and amplifying guidance per references (a) through (d) for assignment of Sailors to the Administrative Processing Unit (APU).

2. **Definitions.**

a. APU. Under the direction of the Navy Reserve Center (NRC) Commanding Officer (CO) may be used for short-term assignment while Sailors are undergoing administrative or medical separation proceedings.

b. BUPERS Control Group (BCG). Manpower Availability Status (MAS) Code assigned and controlled by Navy Personnel Command (PERS-8).

c. Manpower Availability Status (MAS) Code. Used to assist in determining and tracking the pre-mobilization administrative training and medical statuses of Reserve Sailors.

d. Physical Risk Classification (PRC). Code which Navy Personnel Command (PERS-9) assigns to Sailors based on the professional recommendation of Chief, Navy Bureau of Medicine and Surgery.

e. Reserve Force Manpower Tool (RFMT). A web-based application used to facilitate the management of assignment applications, assignment and slating processes, and the issuance of official orders for the Navy Reserve.

3. **Discussion.** NRC CO is the Reporting Senior for Sailors of the APU. Reserve Sailors may be assigned to the APU for the following reasons:

a. Officers ordered to show cause by cognizant authority.

b. Senior Enlisted Leaders pending administrative separation procedures.

c. Sailors identified by Navy Personnel Command (PERS-9) as Physical Risk Classification, “Not Physically Qualified – Retention Not Recommended (NPQ-RNR)”, as a result of a Medical Retention Review or in-Line of Duty determination who have a case referred to the Physical Evaluation Board (PEB).

(1) Sailors must be retained in their unit until the case has been referred to the PEB.

(2) Sailors undergoing a Medical Retention Review or awaiting a Line of Duty determination will remain in their assigned unit in either a drilling or non-drilling status per reference (c), and will not normally be transferred to another unit including the APU.

4. **Responsibilities.**

a. Navy Personnel Command (PERS-8) will:

(1) Assign BCG MAS code upon notifying officer to show cause and temporarily remove BCG MAS in order for NRA to execute transfer to the APU.

(2) Assign Reserve Unit COs/Officers-in-Charge administratively identified as, “for cause” per reference (a).

b. CNRFC N12 will review and release orders to the APU upon request from the NRC.

c. Readiness and Mobilization Command will process TRUIC change requests in RFMT.

d. NRC must:

(1) Initiate transfer orders in RFMT to the APU within five working days of request by appropriate authority.

(2) Coordinate with PERS to temporarily remove the BCG MAS code to execute transfer to the APU.

(3) Prior to assignment to the APU, ensure all Sailors sign a NAVPERS 1070/613, Administrative Remarks acknowledging assignment to the APU.

(4) Assign applicable MAS codes (MPQ or AAP) per reference (b).

(5) Remove the unassignable MAS Code when the member is eligible to apply for a billet.

(6) Ensure Sailors attached to the APU who no longer have an unassignable MAS code and are cleared to return to a billet/unit are reassigned through the billet assignment processes outlined in RESPERSMAN 1300-010. Sailors will only be assigned to the Readiness Support Unit (RSU) as a last resort.

ACTION MEMO

17 February 2022

FOR: Commander, Navy Reserve Forces Command

FROM: Reserve Forces Command (N1)

SUBJECT: CHANGE IN RESPERSMAN ARTICLE 1300-050

ACTION: Respectfully request COMNAVRESFOR review (Tab A) and sign

DISCUSSION:

- (TAB A) updates policy and procedures for RESPERSMAN Article 1300-050, Administrative Procrocessing Unit.
- Add Purpose, Definition and Responsibilities
- Clearly defined process to transfer from APU
- Changed RCC to Readiness and Mobilization Command

RECOMMENDATION: COMNAVRESFORCOM approval by signing (TAB A).

Approve  _____ Disapprove _____

COORDINATION: Attached

Attachments:
As stated

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